

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b> (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS 0400 9/05; JFS 05800 11/08; JFS 1300 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	
4. Supervisor's Recommendation		GS	0819	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE (b) (6)			
7. ORGANIZATION (Give complete organizational breakdown)		e. Western Communities and Watersheds Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g.			
c. Water Protection Division		h. Employing Office Location Atlanta, GA			
d. Sustainable Communities and Watersheds Branch		i. Organization Code TDGB0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
(b) (6)		(b) (6)			
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		e. FLSA Determination	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	
d. "Identical, Additional" (IA) Allocation This position		f. Functional Classification Code			
<input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		94			
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
1050		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (45% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		Kemi Aun	
j. Date					
9/30/14					
11. REMARKS					
* Antidisciplinary 401/813/1301      Pre-designated moderate risk WM-14-115					

## **INSTRUCTIONS**

### **I. ITEMS**

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

### **II. ADDITIONAL INSTRUCTIONS**

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

### **III. DISTRIBUTION**

Original to official position description file in the Human Resources Office.  
Copy to Official Personnel Folder (OPF)  
Copy to Employee

**Watershed Coordinator**  
**Life Scientist 0401-13**  
**Environmental Engineer 0819-13**  
**Physical Scientist 1301-13**

The position is located in the US Environmental Protection Agency, Region 4, Water Protection Division, Sustainable Communities and Watersheds Branch, Atlanta, Georgia.

**As a Senior Watershed Coordinator:**

Your **primary purpose** is to coordinate the execution of the Branch programs in specific priority communities or watersheds. You will serve as a water restoration and protection coordinator responsible for facilitating the achievement of locally set goals including water quality restoration or protection. You may be assigned to work in watersheds and communities anywhere in the Region individually, or as part of a team. You will: provide technical assistance and support; implement the Municipal Separate Storm Sewer Systems (MS4) and Construction-related Stormwater NPDES permit programs; and administer technical responsibilities associated with the 604(b) Water Quality Management Planning State Grant Program, Section 319 grants to states to implement nonpoint source pollution management plans, 5 Star grants, Section 320 National Estuary Program grants and miscellaneous community and watershed directed grants such as the Urban Waters Grants and Healthy Watershed Grants in accordance with appropriate sections of the Clean Water Act and other environmental statutes.

**Major Duties and Responsibilities:**

**Place-Based Restoration and Protection Coordination**

**35%**

Provides or procures expert advice and assistance to federal, state, local and/or tribal governments, non-governmental organizations (NGOs), and communities in matters relating to all aspects of the watershed management process (i.e., watershed assessment, developing watershed plans and restoration action strategies, implementing projects and best management practices to achieve water quality, monitoring/evaluating success, legal assistance for ordinance adoption or review, or facilitation). Serves as a technical authority in providing expert advice and assistance to state local and /or tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive water quality restoration and protection policies, plans, and programs (e.g., wetlands, water quality standards, nonpoint source, stormwater permitting). Develops and/or analyzes proposals for new or revised water quality protection regulations, policies and

guidance, and determines their impact on water and/or land resources. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Assists and advises regional personnel, state and local officials, private industry, and the general public regarding engineering/scientific/technical data and/or activities, and the relevance of such to human health and water pollution.

Advises regional management and/or state or interstate authorities on the status of scientific/engineering developments and the degree to which their involvement is needed to ensure that vital regional or state interests are considered in related agency guidance and policies.

Provides expert and highly specialized technical assistance, models, or interpretations of data on matters related to human health and nonpoint source pollution.

*grants project officer*  
Serves as ~~project~~ on behalf of the Water Protection Division to coordinate or facilitate planning, implementation, and reporting of multiple restoration and protection projects.

Serve as agency spokesperson for place-based protection and restoration programs and projects. Ensure communities, elected officials, and other interested parties are informed of EPA actions and positions concerning the interpretation and application of Agency water program and requirements. Respond to inquiries from the press, Congressional staff, or state and local officials, and/or Freedom of Information Act (FOIA) requests from the public involving controversial, politically sensitive, and highly complex technical issues. Serve as agency representative during community meetings involving concerned citizens, which may include residents from underserved or low-income communities, to explain and respond to questions or concerns on the release of chemicals and other pollutants, environmental impacts, technical/regulatory requirements, and plans for mitigating impacts.

### **Watershed and Program Capacity Building**

**25%**

Devises, plans and implements actions that will help governmental bodies, NGOs, citizen groups, other EPA programs or federal and state partners increase or improve their watershed management abilities. Disseminates authoritative watershed management information through, presentation at meetings, workshops, seminars or trainings materials. The assistance may be in the form of financial management, technical or legal advice, delivered by the incumbent or administered through his/her efforts.

Assists and advises regional personnel, state and local officials, private industry, and the general

public regarding scientific/technical data and/or activities, and the relevance of such to human health and water pollution.

Provides expert assistance to federal, state, local and/or tribal governments, non-governmental organizations (NGOs), and communities to help them develop and implement plans and projects, to carry out technical solutions to significant human health and water pollution problems. Provides comprehensive and authoritative assistance to senior Agency management in the negotiation of such plans and the resolution of very sensitive policy, legal and technical issues.

Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state and local agency officials, private industry and public and private groups.

Develops and conducts technical/scientific training course(s) and/or course materials, and presents training on human health and water pollution.

Initiates and implements dialogue, projects with other federal, state and EPA partners designed to create or improve the capacity to address issues important to citizens, states and local governments, including but not limited to, water quality restoration/protection and human health.

Delivers or secures assistance related to the implementation of issues related to the selection and construction of Best Management Practices for Climate Change Resiliency; assesses and advises partners on the development of Green Infrastructure to meet stormwater needs; assists in planning and implementation of the Healthy Watersheds program; promotes the use of the Five Star Grant program; indicates the need for Section 319(h) Grant assistance through communication with the State and internal program coordinators; and/or, advises the State on needs pertaining to their administration of the 604(b) Water Quality Planning Grants. Reports on financial, programmatic or policy issues related to the above to Senior EPA Management, other local state or federal partners.

Disseminates scientific/ technical information through oral briefings, written documents, workshops, conferences, seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on a specific program function, or activity.

## **Partnerships**

**10%**

Builds and/or maintains partnerships with organizations, governmental entities, academia, EPA Headquarters, State water programs, or individuals to leverage resources on behalf of targeted communities or sectors, to address technical, material or financial needs in achieving mission objectives.

Serves as a technical specialist involved with partners in significantly complex environmental

and human health programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Provides expert advice and assistance to federal, state, local and/or tribal governments and other stakeholder organizations on matters relating to the development, execution, and monitoring of the most complex and politically sensitive policies, plans and programs to protect public health through pollution controls.

Attends, arranges or develops meetings, presentations, workplans, or training.

Facilitates elevated discussions often involving complex project coordination, financial arrangements, development of Memoranda of Understanding, and/or Communication Plans often in politically sensitive and highly visible areas.

### **Program Oversight**

**30%**

Administers, reviews, analyzes, or coordinates proposed, new, or revised regulations and guidance documents pertaining to the National Pollutant Discharge Elimination Systems (NPDES) Municipal Separate Storm Sewer (MS4) program and Construction Permits, the Nonpoint Source Section 319 program, National Estuary Program grants, Coastal Zone Act Reauthorization Amendments (CZARA), Urban Waters Grants, Green Infrastructure Headquarters assistance projects, and/or State Clean Water Act Section 106 program grants. Provides authoritative technical assistance on controversial, precedent-setting situations. The incumbent is expected to evaluate divergent professional opinions affecting significant environmental policy issues and define feasible options, including the consequences of their adoption.

Conducts specific studies on complex scientific or engineering policy problems for higher level decision makers such as the Division Director, Associate Division Directors, Deputy Regional Administrator, or Regional Administrator. Such studies may involve working with branches, divisions and other offices on the identification and evaluation of legislative initiatives.

Performs Project Officer or Technical Project Officer duties in the administration of various grant programs including conducting audits, reviews and reporting.

Reviews state MS4 and Construction NPDES permits for consistency with regulations and suggests technical or policy improvements and may prepare permits (issuance, reissuance, and modification), where state, local, or tribal agency has not been delegated authority.

Represents the regional office in national or regional internal or external workgroups designed to implement the above programs.

## **RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs)**

### **Technical:**

1. Expert knowledge of professional environmental engineering/physical science and/or life science concepts, principles, and practices to coordinate the execution of watershed and water quality management programs in specific communities or watersheds.
2. Knowledge of advanced watershed assessment, planning and/or management techniques.
3. Skill in building stakeholder support for assessing, planning, and implementing watershed and water quality protection and restoration efforts; to provide outreach and water quality information and data to stakeholders; and to track, monitor and report results for water quality.
4. Skill in analyzing and using spatial and program data and assessments for the purpose of identifying opportunities for restoring and protecting water quality.

### **Programmatic:**

5. Expert knowledge of one or more Clean Water Act programs in order to identify opportunities for integration to support watershed restoration objectives.

### **Oral Communication:**

6. Skill in presenting technical/scientific information to a variety of individuals and groups including state, local, or tribal agency officials, and private citizens from communities negatively impacted by release of chemicals or other pollutants;

### **Negotiation:**

7. Skill in brokering support (technical, financial, programmatic) for watershed partners in the areas of capacity building, cross-program integration to achieve water quality results, and leveraging assistance from other organizations.

## **FACTOR LEVEL DESCRIPTIONS**

### **Factor 1: Knowledge Required by the Position**

**Level 1-8, 1550 points**

Mastery of and skill in applying, expertise in advanced environmental engineering or life/physical science theories, principles, concepts, standards, and methods sufficient to:



1. apply experimental theories and/or new applications or developments to:
  - a. extend or modify theories, concepts, and assumptions for water quality protection and restoration;
  - b. resolve unique or novel local community and watershed-scale water quality problems, conditions, or issues;
  - c. or significantly alter standard practices, processes, and known techniques for watershed protection and restoration;
2. provide expert advice to senior colleagues and/or agency officials responsible for broad water program operations, including but not limited to the National Pollutant Discharge Elimination Systems (NPDES) Municipal Separate Storm Sewer (MS4) program and Construction Permits, the Nonpoint Source Section 319 program, National Estuary Program grants, Coastal Zone Act Reauthorization Amendments (CZARA), Urban Waters Grants, Green Infrastructure Headquarters assistance projects, and/or State Clean Water Act Section 106 program grants;
3. provide significant and innovative recommendations for advancing watershed or water quality programs and/or methods; and
4. execute significant water restoration or protection projects representing an important segment of the agency's operating programs, or affecting the welfare of the public and/or the sustainability of natural resources and the environment.

## **Factor 2: Supervisory Controls**

**Level 2-4, 450 points**

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss scope of the assignment, approaches, timeframes, and possible execution phases. The employee: plans and carries out the assignment; resolves most conflicts independently; coordinates the work with others as necessary; interprets policy and regulatory requirements in terms of established objectives; keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters; develops changes to plans and/or methodology; and provides recommendations for improvements in order to meet program objectives. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

## **Factor 3: Guidelines**

**Level 3-4, 450 points**

The employee uses very general guidelines and precedents, which are often insufficient, inapplicable to the assignment, or have gaps in specificity requiring considerable interpretation and/or adaptation for application to the particular issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to: modify, adapt, and/or refine broader guidelines to resolve specific complex or intricate issues and



problems; research trends and patterns; develop new methods and criteria; or propose new policies and practices.

#### **Factor 4: Complexity**

**Level 4-5, 325 points**

Work consists of a variety of duties requiring the application of many different and unrelated processes and methods to a broad range of activities, a key technological program or industrial emphasis area, or in-depth analysis of controversial or high visibility issues.

The employee makes decisions and executes and/or directs actions exploring, reconciling, and resolving major uncertainties, unique situations, obscure problems, or conflicting objectives typically resulting from: the abstract nature of the concepts or the existence of serious conflicts among scientific requirements, technological developments, standards, program direction, and administrative requirements; reliance on inconclusive or variable facts or data, or rapid or continuing changes in program or work requirements; or agency objectives with unusual demands or major constraints (e.g., funding, labor, materials, and scheduling).

The employee exercises judgment and ingenuity in: evaluating the value and applicability of new or improved technology, strategies, trends, or applications; investigating, predicting, and anticipating issues and conditions extending beyond a single specialty area, and affecting known standards, approaches, precedents, or concepts; developing or collaborating in the formulation of new standards, applications, concepts, or theories changing existing knowledge and extending an understanding of phenomena; assessing and carrying out strategies and actions to affirm the integrity, economy, quality, and effectiveness of engineering or scientific programs; or advocating recommendations, strategies, and actions to reconcile or resolve novel, conflicting, or controversial issues or policies.

#### **Factor 5: Scope and Effect**

**Level 5-5, 325 points**

The work involves: isolating and defining unprecedented issues and unknown conditions; formulating and exploring new theories and phenomena; developing, testing, and advising on new technologies, methods, approaches, and guides; or providing expertise and advice on program planning and policy-making functions covering a broad range of engineering or scientific programs. Work results affect the: efficiency, feasibility, security, integrity, and safety of a wide range of agency activities and/or the activities of other organizations within several regions or a large geographic area; work of other engineering or scientific experts and high-level officials both within and outside the agency; well-being of a substantial number of people; or development of activities or achievement of desired outcomes for major aspects of the agency's engineering or scientific programs or missions.

**Factor 6: Personal Contacts****Level 6-3, 60 points**

Personal contacts include individuals or groups from outside the agency, including consultants, contractors, or representatives of the media or professional associations, in moderately unstructured settings. This level may also include contacts with agency officials who are several managerial levels removed from the employee when contacts occur on an ad hoc basis. The employee must recognize or learn the role and authority of each party during the course of the meeting.

**Factor 7: Purpose of Contacts****Level 7-3, 120 points**

The purpose of the contacts is to influence and persuade persons or groups to comply with established policies or to accept established methods using persuasion or negotiation, or by establishing rapport to gain information. Contacts may require skill in dealing with fearful, skeptical, or uncooperative people to obtain the desired results.

**Factor 8: Physical Demands****Level 8-1, 5 points**

The work is primarily sedentary. Some work may require periods of walking, standing, bending, climbing, or driving a motor vehicle in activities such as inspections of installed equipment and visits to construction sites and industrial, commercial, agricultural, and other business establishments. Employees may carry light items such as books, instruments, and other similar materials. The work does not require any special physical effort.

**Factor 9: Work Environment****Level 9-1, 5 points**

The work is usually performed in an office setting. The work area: normally involves everyday risks or discomforts requiring safety precautions typical of offices or meeting and training rooms; or may involve occasional exposure to conditions in production facilities, laboratories, or construction sites requiring normal safety precautions.

Total Points: 3290

Point Range GS-13: 3155-3600

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number	(b) (6)	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Engineer	<input type="checkbox"/>	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0819-13	<input type="checkbox"/>	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature

Personnel Specialist's Signature

*Kim C. [Signature]*

Date

9/30/14

### Part 1. Contracts Management Duties

<b>Pre-award:</b>			Monitors management and performance of delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		<b>Close-out:</b>
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
<b>Post-award:</b>			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		
	Monitors cost, management, and overall technical performance of contract after award		

**Percentage of Time Spent on Contracts Management**

%

*Continued*

Part 2. Grants/Cooperative Agreements Duties	
<b>Pre-application/Application:</b>	<input checked="" type="checkbox"/> Advises Grants Management Office of potential problems/issues <input checked="" type="checkbox"/> Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions <input type="checkbox"/> Approves payments requests or ACH drawdowns <input checked="" type="checkbox"/> Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office <input type="checkbox"/> Negotiates amendments <input type="checkbox"/> Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only) <input type="checkbox"/> When necessary, recommends termination of the agreement <input checked="" type="checkbox"/> Resolves with Grants Management Office administrative and financial issues <input checked="" type="checkbox"/> Conducts periodic reviews to ensure compliance with agreement <input type="checkbox"/> Other (list)
<input type="checkbox"/> Prepares solicitation for proposals <input type="checkbox"/> Identifies potential grantees for area of program emphasis <input type="checkbox"/> Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.) <input checked="" type="checkbox"/> Provides administrative information to applicants <input checked="" type="checkbox"/> Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant <input checked="" type="checkbox"/> Assists applicant in resolving issues in application <input type="checkbox"/> For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement <input type="checkbox"/> Negotiates level of funding <input type="checkbox"/> Conducts site visits to evaluate program capability <input type="checkbox"/> Serves as resource to Selection Panel <input type="checkbox"/> Informs applicants of funding decisions <input type="checkbox"/> Other (list)	<b>Close-out:</b> <input checked="" type="checkbox"/> Certifies deliverables were satisfactory and timely <input checked="" type="checkbox"/> Provides assistance to recipients and Grants Management Office to ensure timely close-out <input type="checkbox"/> Reconciles payment with work performed <input type="checkbox"/> Notifies recipient of close-out requirements <input type="checkbox"/> Obtains legal assistance if necessary to resolve incomplete close-out <input checked="" type="checkbox"/> If project is audited, responds to issues and ensures recipient complies with audit recommendations <input type="checkbox"/> Other (list)
<b>Award:</b>	
<input type="checkbox"/> Prepares funding package, including Decision Memorandum <input type="checkbox"/> Obtains concurrences/approvals <input checked="" type="checkbox"/> Reviews/concurs in completed document <input checked="" type="checkbox"/> Establishes project file <input type="checkbox"/> Other (list)	
<b>Project Management/Administration:</b>	
<input checked="" type="checkbox"/> Monitors recipient's activities and progress <input checked="" type="checkbox"/> Reviews reports and deliverables and notifies recipient of comments <input checked="" type="checkbox"/> Provides technical assistance to recipients	<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b> <div style="text-align: right;"> <u>20</u> % </div>

Part 3. Interagency Agreements Duties	
<b>Pre-Agreement:</b>	<input type="checkbox"/> Monitors cost management and overall technical performance <input type="checkbox"/> Participates in decisions about project modification/termination <input type="checkbox"/> Conducts periodic review of Superfund State Contracts payments receipts (Superfund only) <input type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list)
<input type="checkbox"/> Plans and negotiates work effort <input type="checkbox"/> Estimates costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares commitment notice <input type="checkbox"/> Writes or reviews scope of work <input type="checkbox"/> Responds to pre-agreement inquiries <input type="checkbox"/> Participates in pre-agreement conferences <input type="checkbox"/> Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs) <input type="checkbox"/> Negotiates and ensures execution of Superfund State Contracts (Superfund only) <input type="checkbox"/> Performs technical evaluation of work plan and budget <input type="checkbox"/> Prepares funding package and obtains necessary concurrences <input type="checkbox"/> Other (list)	<b>Close-out:</b> <input type="checkbox"/> Reviews final report <input type="checkbox"/> Decides on disbursement of equipment <input type="checkbox"/> Reconciles payments with work performed <input type="checkbox"/> Reviews Superfund State Contracts to ensure full reimbursement (Superfund only) <input type="checkbox"/> Certifies deliverables <input type="checkbox"/> Resolves close-out issues with Grants Management Office/other agency <input type="checkbox"/> Other (list)
<b>Project Management/Administration:</b>	
<input type="checkbox"/> Reviews progress reports/financial reports	<b>Percentage of Time Spent on Interagency Agreements Management:</b> <div style="text-align: right;"> <u>          </u> % </div>



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: Reassignment SF 52 Request No.: WM-14-115

Position Title/Series/Grade: Environmental Engineer/GS-0819-13

Full Performance Level (FPL) of Position: GS-13  
(Risk designation is based on FPL)

Functional Title (if applicable): Watersheds Coordinator  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package.

Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☒ Yes ☐ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

**NOTE:** Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |  |  |
|--|--|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate  | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input checked="" type="checkbox"/> Grants Project Officer—Moderate                  | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input checked="" type="checkbox"/> Permit Writer—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist—Moderate   |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input type="checkbox"/> Remedial Project Manager—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   |  |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                           |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
|  | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

**NOTE:** If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.



Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☐ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input type="checkbox"/> Personally identifiable information (e.g., address)                                  |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. **The scope of this position is:**
- ☐ Local ☐ Regional ☐ National ☐ Global
6. **The impact/potential harm this position could cause would be:**
- ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. **Position is a presidential or political appointment:** ☐ Yes ☐ No
8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ Yes ☐ No  
What materials are involved? \_\_\_\_\_
9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations):  
☐ Yes ☐ No Describe: \_\_\_\_\_
10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ Yes ☐ No
11. **Obligates the agency to take action or spend funds:** ☐ Yes ☐ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☐ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| <b>Communicates with:</b>   | <b>Communication methods:</b>   |
| <input type="checkbox"/> EPA personnel  | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA   | <input type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website   |
|   | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ Yes ☐ No  
What systems/programs are involved? \_\_\_\_\_
14. **Directly enforces health regulations and/or protects public safety:** ☐ Yes ☐ No
15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ Yes ☐ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. **Requires official EPA credentials:** ☐ Yes ☐ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ Yes ☐ No  
Describe: \_\_\_\_\_

(b) (6)